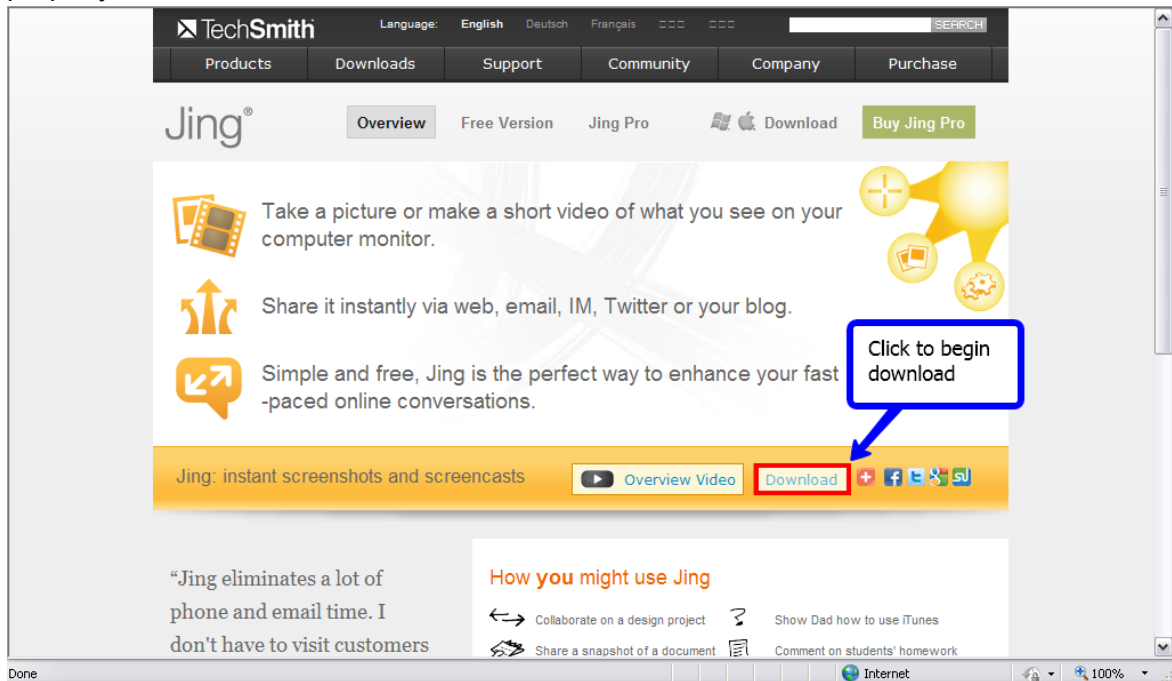


## How To Use Jing

1. Open a new Internet window (Internet Explorer, FireFox, Safari, etc.)
2. In the URL bar, type in <http://www.techsmith.com/jing>
3. On the TechSmith Jing Home Page (see Figure 1), click **“Download”** to begin installing Jing. NOTE: Make sure to follow all instructions carefully or Jing will not install properly.



**Figure 1: TechSmith Jing Home Page** (NOTE: Text bubble was inserted and will not appear on the actual web page)

4. When installation is complete, Jing will automatically start running (you can tell when Jing is running when there is a faded half-circle on the top of the screen).
5. Move your mouse pointer over the half-circle and three sub-circles will appear (see Figure 2).



**Figure 2: Example of Jing sub-circles** NOTE: This will appear differently on-screen depending on where you place it your screen's edge!  
(Top: Capture, Center: History, Bottom: More)

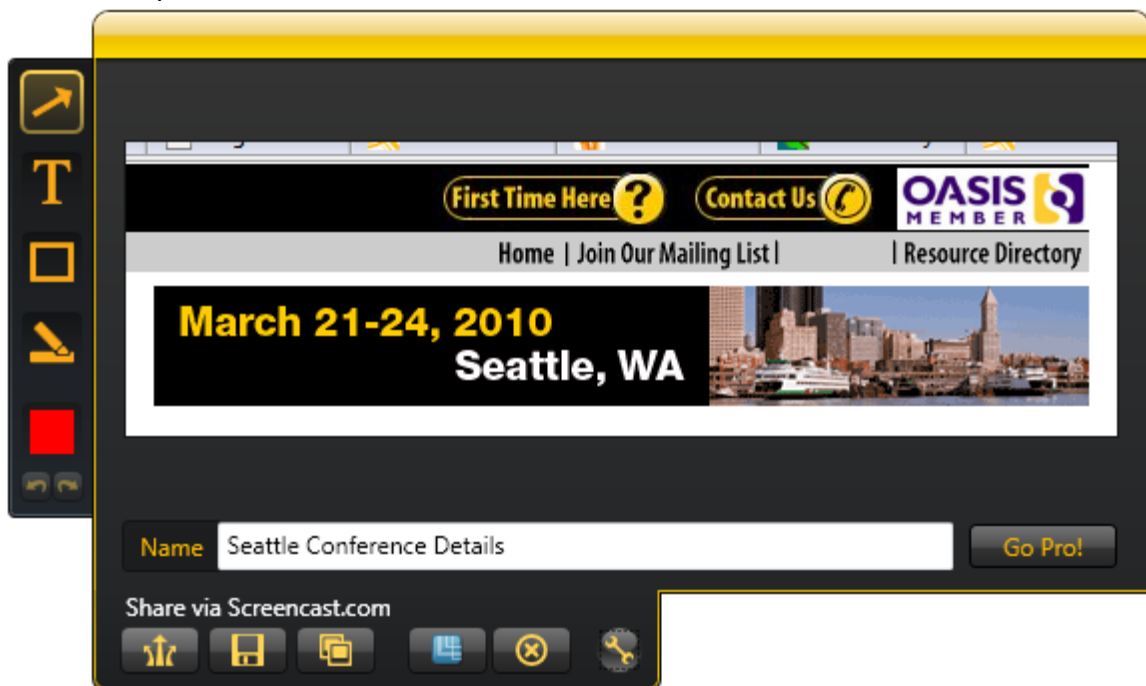
6. Click on the Capture symbol. Certain parts of you screen will darken depending on where

your selection point (controlled by the mouse pointer) is located on your screen. Once in this mode, you can do one of two things:

- a. Click and drag the selection point over the area of your screen you want to select to highlight that area.
- b. Click once WITHOUT dragging to select the area that is not shaded in on the screen.

7. Once the area is selected, a sub-menu appears. Depending on which option you wish to choose, one of two things will happen:

- a. **Capture Picture:** A window will open (see Figure 3) with the captured image that you have selected (Figure 1 is an example of a captured image). You can insert text and symbols (Text Bubble and arrow in Figure 1) to assist in pointing out important areas of the image. You can save the image or copy the image to use in a presentation or document.



**Figure 3:** *Capture Picture Editing window*

- b. **Capture Video:** A new sub-menu bar will appear and a countdown will begin. When the sides begin moving, the recording has started. You can record your actions on the screen and place audio (mic required) to create a video presentation.

8. After you save a video or image, Jing will automatically return to Stand By mode (small half-circle as before). To close Jing, right click on the Jing icon in the system tray on the taskbar (see Figure 4) and click Exit.



**Figure 4:** *The Jing icon (shown in red box)*